

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Docket Generalist #06-11 (F/T Temporary)
Not To Exceed Date:	September 30, 2007
Location:	Dallas, Texas
Available:	Immediately; closes 08/25/2006
Starting Salary/Range:	CL 25, (\$35,521 -44,432)* *depending on qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for the position of Temporary Docket Generalist. The responsibilities of the incumbent include, but are not limited to, providing direct assistance to attorneys and the public; opening civil and criminal cases upon receipt of initiating documents; reviewing incoming documents for conformity with appropriate rules or court requirements; entering summaries of documents and proceedings on the docket; performing quality control on documents entered in CM/ECF; and closing cases. The job requires flexibility, initiative, solid computer skills, and the ability to work independently as well as part of a team.

QUALIFICATIONS: We seek a responsible, dedicated, detail oriented, professional individual. An undergraduate degree in such fields as business, public administration, political science, criminal justice or law is preferred. Experience in a federal court is desirable.

BENEFITS: Temporary full-time employees of the U.S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance and disability insurance programs, holidays and the leave accrual program, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The selection of a qualified candidate will be contingent upon the results of a mandatory fingerprint and criminal background records check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a detailed resume with salary history to:

Human Resources - #06-11
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov
Resumes without code #06-11 will not be considered
*****The Courts is an Equal Opportunity Employer*****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.